



*We're looking for the right person to join our team for the summer!*

## Children's Ministries Summer Day Camp

# Associate Director/LiT Director

A person who is interested in impacting the lives of children and the development of youth!  
This is a 35 hr/week Monday to Friday position lasting potentially from May 4 – August 21. The successful candidate will work primarily with Yvonne Ford, our Children's Pastor.

Application Deadline: Wednesday, February 19, 2020

Interviews: Late February to early March (or on Reading Week upon request)

### Specific Duties will include:

Assisting in planning and coordinating (in conjunction with the Children's Pastor and the Day Camp Director) a six-week Day Camp program in the months of July and August. The candidate will serve as **Day Camp Associate Director** focusing on supporting the Director in preparing and implementing a Camp including all the aspects of providing excellent children's programming for our kids, caring for the needs of the children and parents, and the involvement of adults from our church community to volunteer. In conjunction with that, as **LiT Director**, they will process, train, support, organize, and evaluate the volunteer youth who assist our camp programming.

- Manage a team of 12 volunteers per week who will be assisting the counselors as they care for the children: communicating with, leading, team building, scheduling, ensuring quality care and programming, training, and supporting. This includes creating and implementing an evaluation and feedback process for the team.
- Training: To work closely with the Director to prepare both the paid staff and youth volunteers (LiTs) to provide proper care and programming for the children. Creating and implement a quality Leadership training schedule for the youth with goals and objectives for them.
- administrative, creativity, and people skills will be used to develop and lead a well-organized program that will include children from the community as well as the church family.
- Work with Adult volunteers who have been recruited to help support the camp program as well as liaise with the various coordinators of those teams.
- Covering for the Director in the event that she/he needs to be absent from a specific task or from the facility.
- Other duties as time allows.

### Qualifications:

- Must be a follower of Jesus Christ with a daily walk which exemplifies a desire to submit to His Lordship and serve Him whole heartedly in accordance with our Beliefs and Values.
- Must be between the ages of 18 and 30 with a heart for children and the development of their spiritual walk as followers of Christ.
- Previous strong leadership experience and camp experience.
- Must be flexible and adaptable, administrative and organized as well as able to multi-task.
- Must be able to provide a suitable police background check and references.
- Must be available to work full-time
- Must have a sense of humour (we're into fun around here! 😊)

**Interested? Please send your resume and cover letter to us by: February 19, 2020**

If you are able to get your documents to us early, please indicate if you would be available for an interview at the church over your Reading Week

**Yvonne Ford**, Children's Pastor

**[yvonne.ford@forestbrook.ca](mailto:yvonne.ford@forestbrook.ca)**

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